

**United Way of Payne County**  
**Office Manager Job Description – June 2024**

**Position:** Office Manager – Full-time, Exempt (35 hours per week)

**Reports To:** Executive Director

**Employer Provided Benefits:** *After 30-day Probationary Period*

- Health Insurance including vision and dental.
- Simple IRA Salary Deferral Election Plan, in which United Way of Payne County matches up to 5% of employee's contribution.

**Paid Leave:** *After 90-day Probationary Period*

- Vacation Leave - 1 (one) week
- Holiday Leave - 11 (eleven) days plus 1 (one) personal day
- Sick Leave - 96 (ninety-six) hours, accrued monthly @ 8 (eight) hours per month

**Compensation:** Commensurate with experience starting at \$35,000.

**Job Purpose:** Ensure the efficient day-to-day operation of the office, and support the work of management and other staff.

**Summary:** Facilitate operational efficiency by maintaining the office schedule, handling correspondence, processing financial transactions, managing electronic files and overseeing supplies and equipment.

**Duties & Responsibilities:**

- Serve as the main point of contact in reception area
- Provide administrative support as needed, including scheduling appointments, meetings, and events
- Maintain office equipment and facilities and restock supplies
- Ensure that daily practices follow the protocols of the Financial Operations Manual
- Perform daily/weekly/monthly accounting tasks and duties, with a heavy emphasis on bookkeeping
- Code and file financial material according to established records management procedures
- Manage accounts receivable, pledge tracking and collection
- Perform banking functions including preparation of bank deposits
- Process pledge receipts including identifying and posting within United Way's proprietary CRM software
- Process accounts payable ensuring timeliness and accuracy of information

- Maintain paid invoice files, develop and maintain vendor files to disburse accounts payable including allocations, designations, and operating expenses
- Prepare reports and organize source documents for monthly financial statements
- Assist with annual United Way audit preparation
- Accept additional administrative and accounting responsibilities as requested by the Executive Director
- Assist with event planning and meeting setup and implementation

**Required Skills & Qualifications:**

- Strong organizational and communication skills
- Detail oriented self-starter
- Ability to complete tasks with minimum direct supervision
- Ability to work with volunteers, staff, and representatives of the community at-large
- Proficient in various software applications (Word, Excel, QuickBooks, etc.), with the ability to learn proprietary CRM software
- Knowledge of Generally Accepted Accounting Principles (GAAP) preferred
- Two or more years of experience in office administration preferred

**Education/Experience Desired:**

- Associates degree, or equivalent
  - 2-4 years of office management, accounting and/or bookkeeping experience
- OR
- An equivalent combination of education and experience

**Work Environment:**

The employee will work in an office environment. Travel as required; may occasionally travel to sites that are not wheelchair accessible. The noise level in the work environment varies from quiet to moderate.

***Mental:*** Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines

***Physical:*** While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

The above noted job description is not intended to describe, in detail, the variety of tasks that may be assigned but rather to give the incumbent a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so, too, may the essential functions of this position.

**Equal Employment Opportunity:**

United Way of Payne County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**To apply:** Email a cover letter and resume with three professional references to [ruth@unitedwaypaynecounty.org](mailto:ruth@unitedwaypaynecounty.org) by July 15, 2024.